Adult Foster Care and Homes for the Aged

Register for MiLogin, Michigan Adult Integrated Management Systerm (MiAIMS), and MiLogin Account Maintenance



"Working to protect, preserve and promote the health and safety of the people of Michigan by listening, communicating and educating our providers, in order to effectively resolve issues and enable providers to find solutions within our industry. We are committed to establishing customer trust and value by providing a quality experience the first time, every time."

-Provider Relations

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Provider Resources



Checklist

You must have your seven-digit BRIDGES Provider ID number and your five-digit PIN to complete

- Adult Foster Care (AFC) or Homes for the Aged (HFA) providers who want to sign up for MiLogin and Michigan Adult Integrated Management System (MiAIMS).
 - Create a MiLogin user ID and password
 - Request access to Michigan Adult Integrated Management System (MiAIMS)

For additional assistance contact the Provider Support Helpline at 1-800-979-4662



Register for MiLogin and MiAIMS

MiLogin is the State of Michigan Identity, Credential, and Access Management (MICAM) solution. All users needing access to MiAIMS information must obtain a MiLogin User ID and Password.

The Michigan Adult Integrated Management System (MiAIMS) is the claims entry and authorizations system that provides automated electronic billing for the Medicaid personal care supplement provided through the Michigan Department of Health and Human Services (MDHHS) or Community Mental Health (CMH).



- Open your browser (e.g. Microsoft Edge, Google Chrome, Mozilla Firefox, etc.)
- Enter <u>https://milogintp.Michigan.gov</u> into the search bar
- Click Create an Account



Michigan's one-stop login solution for business

MiLogin connects you to all State of Michigan business services through one single user ID. Whether you want to renew your business license or request an inspection, you can use your MiLogin for Business user ID to log in to Michigan government services.

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MiLogin for Business

Help

Contact Us

User ID	
Password	<u>Lookup your user IE</u>
	Forgot your password?
	Log In
	Create an Account



Policies

- Enter an email address
- Check the "I'm not a robot" checkmark
- Click Next Step

Don't have an email address? There are several email providers who offer an email address and services at no cost. A few popular email providers are listed below:

- Gmail
- Yahoo Mail
- Microsoft Live Hotmail

These commercial provider organizations are **not affiliated with the State of Michigan**. Your email messages will not be stored on the State of Michigan systems.





- An email will be sent to the email address provided with a passcode
- Enter the Passcode
- Click Next Step

NOTE: If the passcode was not sent select the Resend Passcode link.

MiLogin for Business		Help Contact Us
<text><text><section-header><section-header></section-header></section-header></text></text>	\rightarrow	Enter your passcode to your email Passcode Next Step Resend Passcode
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- Enter the User's First, Last and optional Middle Initial
- Review the Terms & Conditions and click the "I agree" checkbox
- Click Next Step

T.	MiLogin for Business		Help Contact Us
	<section-header><text></text></section-header>	\rightarrow	First Name Middle Initial (optional) Last Name Suffix (optional) I agree to the Terms & Conditions. Next Step
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- Enter the Work Phone number
- Click Next Step



- A phone call will be made to the work phone number on file
- Enter the Passcode provided
- Click Confirm Passcode

NOTE: If the call was missed, click Resend Passcode to receive another phone call.

MiLogin for Business		Help Co	ontact Us
<text><text><section-header><section-header><section-header></section-header></section-header></section-header></text></text>	\rightarrow	Enter your passcode We have sent you a passcode via a voice call to your work phone ending with Passcode 1230 - Confirm Passcode Resend Passcode	Policies
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- Enter the Mobile Phone number
 - This is an optional step and can be completed later by clicking the "Skip this for now" link
- Click Next Step

 Select either the Text Message or Voice Call verification method

- Enter the Passcode
- Click Confirm Passcode

- Create the User ID following the guidelines provided
- Click Next Step

- Create a Password following the guidelines provided
- Enter the same password in the Confirm Password field
- Click Create Account

- Your MiLogin account has now been successfully created
- Your MiLogin Welcome Page will not display any online services

NOTE: Additional MiLogin resources are available by clicking the Help Link at the top of the page.

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- Your MiLogin Welcome Page will not display any online services

NOTE: Additional MiLogin resources are available by clicking the Help Link at the top of the page

Request Access to MiAIMS

Click Find Services

Request access to MiAIMS

 Filter by Departments and select Michigan Department of Health and Human Services

OR

- Enter MiAIMS in the Search for Services box and click Search
- Click on Adult Integrated Management System (MiAIMS)

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Department of Technology, Management and Budget (DTMB) Licensing and Regulatory Affairs (LARA) Michigan Civil Service Commission (MCSC) Michigan Department of Agriculture & Rural Development (MDARD) Michigan Department of Corrections (MDOC) Michigan Department of Education (MDE) Michigan Department of Environment, Great Lakes, and Energy (EGLE) Michigan Department of Health & Human Services (MDHHS)	 Department of Military and Veteran's Affairs (DMVA) 		
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Michigan Department of Health & Human Services (MDHHS)	 Michigan Department of Environment, Great Lakes, and Energy (EGLE) 		
	Michigan Department of Health & Human Services (MDHHS)		

Request access to MiAIMS

- Review the Terms & Conditions and select the "I agree to the Terms & Conditions" checkbox
- Click Request Service

Request access to MiAIMS

- You will be given confirmation that your request has been submitted successfully and is being processed
- Click Continue to return to the MiLogin Welcome Page

Register in MiAIMS

- You will be directed back to the MiLogin Welcome Page
 - The user's list of approved online services will be displayed here
- Click the Adult Integrated Management System (MiAIMS) hyperlink

Register in MiAIMS

- Review the Terms & Conditions and check the "I agree to the Terms & Conditions" checkbox
- Click Launch Service

Register in MiAIMS: Personal Information

- Enter all required information, indicated by an asterisk (*):
 - First Name
 - Last Name
 - Phone Number
 - Email
- Click Next

1) Personal Information	2 Job Details	3 Agreement	4 Review & Submit
First Name	Middle Name		Ne
	Middle Name		Sign Up Instructions
Email			Getting signed up with us is very simple all we need is a few details and you are good to go. Please make sure all details you have entered are correct. * indicates Required Fields
			Contact Us Please contact your local security administrator. If additional assistance is necessary, contact the MiAIMS Help Desk at: (855) 443-6424 Prompt #4, (Note: Please listen carefully to the prompt options because they may have changed from #4) or send an email to MDHHS-MiAIMS- Helpdesk@Michigan.gov.

Register in MiAIMS: Job Details

- Enter all required information, indicated by an asterisk (*):
 - Choose the appropriate Job Title from the dropdown menu
 - Enter the Provider Id and PIN
 - Type Adult Foster Care in the Business Case/Comments to Approver
- Click Next

NOTE: If you do not have the Provider ID number of PIN number, contact Provider Support at 1-800-979-4662.

DHHS ADULT INTEGRA Department of He	TED MANAGEMENT SYSTEM alth and Human Services		
1 Personal Information	2 Job Details	3 Agreement	4 Review & Submit
* Job Title AFC/HFA Provider Supervisor Select For AFC/HFA Provider Job Title/Role PIN then please contact MIAIMS Pro * Provider Id	Primary County Select selection, Provider Id and PIN detail is required vider Support * PIN	vuired. If you do not have a	Previous Next Sign Up Instructions Getting signed up with us is very simple all we need is a few details and you are good to go. Please make sure all details you have entered are correct. Please select the county and then select a supervisor. * indicates Required Fields
Business Gaserooninients to Appr			Contact Us Please contact your local security administrator. If additional assistance is necessary, contact the MiAIMS Help Desk at: (855) 443-6424 Prompt #4, (Note: Please listen carefully to the prompt options because they may have changed from #4) or send an email to MDHHS-MiAIMS- Helpdesk@Michigan.gov.
	Michigan.gov Home Application Copyright © 202	Home Contacts State Web S 24 State of Michigan	ites

Register in MiAIMS: Agreement

- Check the I Accept this Agreement checkbox to indicate you have read and agree to the Security Agreement
- Click Next

DHHS Department of He	ATED MANAGEMENT SYSTEM ealth and Human Services			
1 Personal Information	2 Job Details	3 Agreement		4 Review & Submit
* I ACCEPT THIS AGREEMENT SECURITY AGREEMENT USER CERTIFICATION The Michigan Department of Health are the property of the State Of Mic systems are intended for use only b are prohibited from using any assig than those required to perform auth never to be shared. Systems users unauthorized persons. Systems users unauthorized persons. Systems users authorization. Systems users will no Following industry standards, systef or removed in any format from the si an appropriate manner specific to th the monitoring of their activities on t unauthorized or criminal activity, the for disciplinary action and/or prosect Health & Human Services computed and agree to abide by all governing authorized application.	I & Human Services (MDHHS) compute higan and subject to state and federal la y authorized persons and only for offici ned or entrusted access control mechal orized data exchange with MDHHS. Lo must not disclose any confidential, rest ers will only access information on the s of use MDHHS systems for commercial ms users must securely maintain any in systems. When no longer needed, this i he format type. All users of the systems the systems. If such monitoring reveals e evidence may be provided to administ sution. By accessing information provide r information systems and clicking on th privacy and security terms, conditions,	er information system (systems) aws, rules and regulations. The ial state business. Systems users nisms for any purposes other gon IDs and passwords are tricted or sensitive data to systems for which they have or partisan political purposes. nformation downloaded, printed, nformation must be destroyed in give their expressed consent to possible evidence of trative or law enforcement officials ed by the Michigan Department of ne button below, I acknowledge policies and restrictions for each	L3	Previous Next Carrier Agreement In proceed with the signup, please review the Legal Terms & Conditions and then Click Next Button to acknowledge that you have read, understand and agree to be bound by the Legal Terms and Conditions.
	Michigan.gov Home App	Dication Home Contacts State W	eb Site	es

Register in MiAIMS: Review & Submit

 Confirm the information provided is accurate

Note: If any of the information provided is incorrect, use the

Click Submit

1 Personal Information	2 Job Details	3 Agreement	(4) Review & Submit
			Previous
First Name			Review Information
Middle Name			Please confirm the information provided by is correct, just click 'Submit' Button.
Last Name			If you want to edit any information then clic
Email			'Previous' Button provided on the top.
Phone Number			
Job Title			What is Next?
Primary County			Once you click the "Submit" button your request will be reviewed. You will be notifie once the review is completed.
Supervisor			
Provider Id			
Business Case/Comments to Approver			
		11	

Register in MiAIMS: Review & Submit

- A green banner will display confirming your registration request has been approved
- Close the browser window

Personal Information	2 Job Details	3 Agreement	4 Review & Submit
Thank you for registering, Your registering	quest has been approved. Please close	e the browser and login again.!!	
First Name			Review Information
Middle Name			Please confirm the information provided by you is correct, just click 'Submit' Button.
Last Name			If you want to edit any information then click
Email			'Previous' Button provided on the top.
Phone Number			
Job Title			What is Next?
Primary County			request will be reviewed. You will be notified once the review is completed.
Supervisor			
Provider Id			
Business Case/Comments to Approver			
		11	

Update Account Settings

Steps on updating MiLogin account settings information.

Update Account Settings

- Open your web browser (e.g., Internet Explorer, Google Chrome, Mozilla Firefox, etc.)
- Enter <u>https://MiLogintp.Michigan.</u> <u>gov</u> into the search bar
- Enter the User ID and Password
- Click Log In

Michigan's one-stop login solution for business

MiLogin connects you to all State of Michigan business services through one single user ID. Whether you want to renew your business license or request an inspection, you can use your MiLogin for Business user ID to log in to Michigan government services.

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Help

Contact Us

Update Account Settings

- You will be directed to your MiLogin Welcome Page
- Click the dropdown arrow under the user ID
- Select Account Settings

Update Account Settings

Click the pencil icon to edit existing information or add information that is missing

Michigan Department of Health & Human Services

 A confirmation message will display after any profile information has been updated and verified **MiLogin for Business**

- In this example the Work Phone was successfully updated and verified
- Click Back to Home to return to the MiLogin Welcome Page.

Policies

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Instructions on how to change current MiLogin Password recovery options.

- Open your web browser (e.g., Internet Explorer, Google Chrome, Mozilla Firefox, etc.)
- Enter <u>https://milogintp.Michigan.gov</u> into the search bar
- Enter your User ID and Password
- Click Log In

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Welcome to MiLogin

User ID

Password

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for Business

Lookup your user ID

Help

Contact Us

Policies

- You will be directed to your MiLogin Welcome Page
- Click the dropdown arrow under the user ID.
- Select Account Settings

Click Change password

To a	MiLogin for Business	Home	Discover Online Services	Help Cor	itact Us	Ý
	< Back to Home					
	Account Settings					
	Set your profile information and improve your account security options.					
	Name					
	Email					
	Work phone					
	Change password					
	Change your password for more security in your account.					
	⑦ Manage security questions					
	Create security questions to add more recovery options to your account.					
Copyrigh	: 2023 State of Michigan					Policies

- Enter your Current Password
- Enter a New Password following the password guidelines provided
- Enter the same password in the Confirm Password field
- Click Change Password

- Confirmation will be displayed that the password has been updated
- Enter the User ID and newly created Password
- Click Log In

Instructions on how to change current MiLogin Security Questions.

- Open your web browser (e.g., Internet Explorer, Google Chrome, Mozilla Firefox, etc.)
- Enter <u>https://milogintp.Michigan.gov</u> into the search bar
- Enter the User ID and Password
- Click Log In

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Help

Contact Us

User ID	
Password	<u>Lookup your user ID</u>
	Forgot your password?
	Log In
	Create an Account

Policies

- You will be directed to your MiLogin Welcome Page
- Click the dropdown arrow under the user ID
- Select Account Settings

 Click Manage security questions

- Click the security question drop-down for each Question.
- Enter the Answer to the question
- Once all questions and answers have been selected click Save

T.	MiLogin for Business	Home Discover Online Services Help Contact Us	
	<section-header><section-header></section-header></section-header>	Update security questions help protect your account and we your identity, so choose questions and answers that only you know. Question 1 Select a security question Answer Answers are not case sensitive. Question 2 Select a security question Answer Answers are not case sensitive. Question 3 Select a security question Answer Answers are not case sensitive. Question 4 Select a security question Answer Answers are not case sensitive. Question 5 Select a security question Answer Answers are not case sensitive. Question 4 Select a security question Answer Answers are not case sensitive. Question 5 Select a security question Answer Answers are not case sensitive. Question 4 Select a security question Answer Answers are not case sensitive. Question 4 Select a security question	 ify

- Users will be returned to the Account Settings screen
- Click Back to Home to return to the MiLogin Welcome Page

Account Settings

Set your profile information and improve your account security options.

Home Discover Online Services Help Contact Us

MiLogin Tips

- If the account has been temporarily locked, **it will automatically be unlocked after 30 minutes.**
 - To unlock the account before this time, use the information in the <u>Contact Us section</u>.
- MiLogin allows users to reactivate their accounts as long as users have a unique email or phone number in their profile.
 - If the account has been disabled and the user was not prompted with a link to activate the account, then use the information in the <u>Contact Us section</u>.

Provider Resources

MDHHS website: www.Michigan.gov/MedicaidProviders
AFC/HFA website: www.Michigan.gov/AFCprovider

We continue to update our Provider Resources: Listserv Instructions
Provider Alerts
Medicaid Provider Training Sessions

Provider Support:

ProviderSupport@Michigan.gov 1-800-979-4662

Thank you for participating in the Michigan Medicaid Program

